

BYLAWS

Citizen Participation Organization CPO-4B Bull Mountain/Tigard Boundary Area

These Bylaws shall void all previous Bylaws or operating procedures.

ARTICLE I – NAME

The name of this organization shall be Citizen Participation Organization CPO-4B Bull Mountain/Tigard.

ARTICLE II – PURPOSE

CPO-4B Bull Mountain /Tigard is a group of citizens united by geographic location, and organized to facilitate effective citizen involvement in the planning and development of matters affecting the quality of life and livability of the community.

ARTICLE III – MEMBERSHIP

An individual's membership and participation is to be based upon residence within the CPO boundaries, whether within an incorporated or unincorporated area. CPO-4B accepts as Members all citizens of voting age living within the CPO boundaries, and all individuals owning properties or owning or operating businesses within the CPO boundaries. CPO-4B is non-discriminatory and welcomes the orderly participation of all Members.

ARTICLE IV – VOTING MEMBERS

- A. Only members as defined in Article III above may vote. Voting shall be by voice vote, or if voice vote is inconclusive, by a show of hands. Any member may request a written ballot. Results of votes shall be recorded in the minutes as having Passed or Failed. If result is unanimous, that too shall be noted. All votes shall meet the provisions of applicable Oregon State Laws, including (but not limited to) ORS 192.650.
- B. If a member votes on a proposition in which he or she or the organization they represent has a special personal financial or governmental interest, such person is obligated to disclose the existence and nature of such interest to the membership. This information shall be made part of the record.
- C. A member may vote either as a resident, as a property owner, or as a representative of a single business, but may only vote in one capacity. In order to vote on a proposition, the Member must be present at the meeting at which the vote is taken.

ARTICLE V – GENERAL MEETINGS

- A. The General Meetings shall be held at least quarterly, typically in the months of January, April, July and October at a designated location. Additional dates, times, or locations may be chosen if necessary, as determined at a meeting of the Steering Committee or, in an emergency, by the Chairperson or his/her designated alternate. Meetings shall typically adjourn at 9:00 p.m. but may extend beyond that time.
- B. The rules contained in Robert's Rules of Order Newly Revised shall govern the CPO-4B Bull Mountain/Tigard in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or any special rules of order the CPO-4B Bull Mountain/Tigard may adopt. A copy of the CPO-4B Bylaws and of Robert's Rules of Order Newly Revised shall be available at all meetings.
- C. Members may suggest the addition of an agenda item by submitting the item in writing to an Officer of CPO-4B no less than fifteen days in advance of the meeting.
- D. General Meetings shall be conducted in accordance with Oregon Public Meetings Law.

ARTICLE VI – FUNDING

The payment of membership dues shall not be required for membership or voting privileges. Sources of income may include but shall not be limited to voluntary dues, contributions, or grants.

ARTICLE VII – ELECTION OF STEERING COMMITTEE

- A. At the December General Meeting each year, an Agenda Item shall be included providing for nominations to the Steering Committee. The CPO-4B Secretary (or designated alternate) shall provide a Nomination Sheet for that purpose at the December General Meeting. Elections shall be held at the January General Meeting. Members must be present to vote. These processes may be delayed in the event of a meeting postponement.
- B. Term of office shall be one year from February 1st through January 31st.
- C. Elected Steering Committee members may serve additional terms if re-elected.
- D. Each candidate shall provide the following information upon nomination: Name, address, phone, occupation, length of time as an eligible member of CPO-4B Bull Mountain /Tigard. Candidate shall also disclose any special personal financial or governmental interest that could potentially conflict with candidate's potential Steering Committee role.
- E. The Chairperson or Vice-Chairperson, at any General Meeting, may announce vacancies on the Steering Committee and nominations may be accepted at that time. Voting on nominee(s) shall occur at the next General Meeting and those candidates receiving approval shall be Steering Committee members immediately and shall serve through January 31st.

ARTICLE VIII - STEERING COMMITTEE

The Steering Committee is elected by the general membership at the January General Meeting and shall consist of a minimum of three and a maximum of twenty-two at-large positions from within the CPO-4B Bull Mountain /Tigard Boundary area.

A. Requirements

Steering Committee Members:

- 1. Shall not be elected or appointed to any City, County, or State government office.
- 2. Shall be members of CPO-4B Bull Mountain/Tigard at all times during their term(s). If at any time during their term, a Steering Committee member ceases to be a member of CPO-4B Bull Mountain/Tigard as defined in Article III, such person shall immediately step down and a new Steering Committee member may be elected in their place.
- 3. Shall have no special personal financial or governmental interest that would prevent them from acting objectively in their official role as a Steering Committee member.
- 4. Shall be automatically removed for missing three consecutive meetings including both General Meetings and Steering Committee meetings without having first contacted an officer.
- 5. Shall be removed by the membership at a meeting called for that purpose or at a General Meeting if removal is for reasons other than #4 above.
- 6. May step down from the Steering Committee by giving written notification to an officer.

B. Decision-making

- 1. The Steering Committee, at a regularly scheduled Steering Committee Meeting or at a Special Steering Committee Meeting, may act for the CPO as a whole on any matter whenever the Steering Committee decides that it is not practical for the matter to await consideration at the next General Meeting due to:
 - i. Notice being received between General Meetings of an issue that will be decided upon by a jurisdiction prior to the next General Meeting; and
 - ii. The Steering Committee reasonably believing that the CPO General Membership would wish to make recommendation on an issue.

This authority includes (but is not limited to) the passage of resolutions and this authority shall be by granted on a case-by-case basis by majority vote of a quorum of the Steering Committee; and

- 2. If the steering committee acts as above, each such action shall be noted in the minutes and in the next CPO-4B Newsletter, and shall be submitted to the membership at the next practical regular-scheduled meeting for a vote either ratifying or rescinding the action.

C. *Responsibilities*

Steering Committee:

1. Shall prepare the agenda for the next general meeting.
2. Shall submit the agenda to Vice Chairperson for publicity purposes.
3. Shall appoint Chairperson and Secretary for committees and Sub-Committees.
4. Shall be responsible for the administrative affairs of CPO-4B Bull Mountain /Tigard and shall act in accordance with general policies as determined by the general membership.
5. Shall meet at least quarterly at a date, time and location specified by the Steering Committee. Additional meetings may be convened if necessary or required.
6. Meetings shall be conducted in accordance with Oregon Public Meetings Law and shall require a quorum and a majority vote of those Steering Committee Members present to take action.
7. Charges of misconduct of officers or members shall be treated as outlined in Robert's Rules of Order Newly Revised.

ARTICLE IX- OFFICERS

A. Officers shall be elected from within the Steering Committee at the January Steering Committee Meeting and confirmed by the general membership at the February General Meeting. This process may be delayed in the event of a meeting postponement. Vacant positions shall be filled by election at the next Steering Committee Meeting and confirmed by a vote at the next General Meeting.

B. Term of office shall be one year from February 1st through January 31st.

C. Elected officers may serve a maximum of two consecutive terms in a particular position.

D. Officer(s) shall be removed by the membership at a meeting called for that purpose if removal is for reasons other than Article VIII Section A.4 above. If removed under this provision, the former officer may continue on the Steering Committee subject to the provisions of Articles VII and VIII.

E. Officers may step down from their positions after providing written notification to another Officer.

F. *Chairperson*

1. Shall preside at the General Meetings and be responsible for following the agenda at the General Meetings. Alternate facilitators may be chosen by the Chairperson.
2. Shall act as official representative for CPO-4B Bull Mountain /Tigard.
3. Shall be executive officer of the steering committee.
4. Shall perform other duties as necessary.

G. *Vice Chairperson*

1. Shall perform the duties of the Chairperson during the Chairperson's absence and assist the Chairperson in all of their duties.
2. Shall be responsible for all phases of public relations, including acting as liaison with OSU Extensions-Office CPO Program Coordinators.
3. Shall bring a copy of the Bylaws and Robert's Rules of Order Newly Revised to all meetings.
4. Shall perform other duties as necessary.

H. *Secretary-Treasurer*

1. Shall record and transcribe the minutes of the General Meetings and of the Steering Committee Meetings as well as maintain records of the minutes (per ORS 192.650). Once typed, those minutes shall be marked "DRAFT" and sent to the Steering Committee for review for a period of two weeks. Upon typing the final minutes after comments from the Steering Committee, such minutes shall be marked "FINAL" and copied to Steering Committee members.
2. Copies of General Meeting minutes, upon being marked "FINAL" shall be sent to Washington County Extension Service CPO Coordinator and to any other interested parties. Attendance records shall be attached to the minutes forwarded to Washington County Extension Service CPO Coordinator.
3. Shall be responsible for all correspondence of CPO-4B Bull Mountain /Tigard.

4. Shall keep and maintain accurate accounts of business transactions, which will include accounting for any special fund donations from the membership. Collected amounts to be reported at that meeting.
5. Shall transfer at the completion of term of office, all minutes, agendas, current business records, and all monies to the successor.
6. May place in the Tigard Public Library all agendas and minutes of previous year's CPO-4B Bull Mountain/Tigard meetings.
7. Shall read aloud all Motions to Members before a vote is taken.
8. Shall arrange for an alternate to record the minutes if he/she is unable to attend a meeting requiring minutes to be recorded, and shall arrange for the alternate to read aloud all Motions as above.
9. Shall perform other duties as necessary.

ARTICLE X – COMMITTEES and SUB-COMMITTEES

A. Committees (Standing and Special)

The general membership may create and assign responsibilities at a General Meeting to:

1. Standing Committees (such as the Steering Committee) to perform continuing functions; and
2. Special Committees (such as a Parks Committee) to carry out specific tasks and then cease to exist.

B. Sub-Committees

May be formed by a majority vote of Standing Committees or Special Committees to carry out specific tasks and make recommendations to the originating committee.

C. Requirements

1. Committees and Sub-Committees shall consist of a chairperson, secretary, and volunteer members. Chairperson and Secretary shall be appointed by the Steering Committee.
2. Any proposition, recommendation, report, or motion written by the committee must be presented to the Steering Committee for inclusion in the General Meeting agenda.
3. Records shall be kept of all meetings and a report of each committee meeting shall be given at the General Meeting and copied to the CPO-4B Secretary.
4. If time constraints do apply, Article VIII Section B prevails.

ARTICLE XI – CCI (Committee for Citizen Involvement) REPRESENTATIVES

The Steering Committee shall choose two representatives and two alternates to represent CPO-4B at Washington County CCI committee meetings. Representatives shall report back from CCI meetings in writing to the Steering Committee. As CCI Committee Meetings are Public Meetings, additional CPO-4B Members may attend, but only two shall attend as CPO-4B representatives and may vote on behalf of CPO-4B.

If unable to attend a CCI meeting, CCI representative shall contact CPO-4B Bull Mountain/Tigard Chairperson (or designated alternate) so an alternate representative can attend.

ARTICLE XII – PUBLIC REPRESENTATION

A. No member of CPO-4B Bull Mountain /Tigard may make a representation or act on behalf of the CPO on any matters except as authorized by a motion passed by a majority of members at a General Meeting members or,

B. If time constraints apply, the Steering Committee may act per Article VIII Section B.

ARTICLE XIII – AMENDMENTS

Amendments or revisions to bylaws shall be submitted to Members as an Agenda Item at a General Meeting. Amendments may then be adopted by a majority vote of members present at that General Meeting. Bylaws shall be reviewed at least annually. The Chairperson on a continuing basis accepts suggestions for amendments or revisions to the bylaws.

Original CPO-4B Bylaws adopted at the General Meeting of December 4, 2003.

Rev. 2.0: Amended and revised by Unanimous Vote at the General Meeting of December 2, 2004.

Rev. 3.0: Amended and revised by Vote at the General Meeting of June 1, 2006.

Rev. 4.0: Amended and revised by Vote at the General Meeting of April 8, 2010.